

California Work Opportunity and Responsibility To Kids (CalWORKs) Cash Grant Caseload Movement and Expenditures Report

Send one copy to:
 California Department of Social Services
 Data Systems & Survey Design Bureau, MS 9-081
 P. O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 657-2074

1. Version	2. County	3. Code	4. Month/Year
Part A. Applications For Aid and Requests for Restoration			
1. Pending from last month (Item 5 from last month's report).....			5
a. Inventory adjustment (explain in PART F.).....			6
2. Number of applications received during the month (sum of 2a + 2 b below).....			7
a. Applications.....			8
b. Requests for restoration.....			9
3. Total during the month (sum of 1 + 2 above).....			10
4. Disposed of during the month (sum of a, b and c, below).....			11
a. Approved [equals sum of items 7a. and 7b. (all columns) below].....			12
b. Denied (Same as Item 1, Form CA 255 CalWORKs).....			13
(1) Denied due to receipt of Diversion payment(s) or services.....			14
c. Other dispositions (cancellations and withdrawals).....			15
5. Number of applications/requests pending at the end of the month (item 3 - item 4).....			16
Part B. Caseload (All)		2 Parent Families (1)	Zero Parent Families (2)
Cases Added			
6. Brought forward from last month (item 12 last month's report).....		17	18
a. Inventory adjustment (explain in PART F.).....		20	21
7. Cases added during the month (sum of a through d, below).....		23	24
a. Applications approved.....		26	27
b. Restorations approved.....		29	30
c. Transfers from other counties.....		32	33
d. Other approvals (appeal cases, CW 7s, etc.).....		35	36
Caseload			
8. Total cases open during the month (sum of a + b, below).....		38	39
a. Cases receiving cash grant (\$10 or more).....		41	42
(1) Children in Item 8a cases.....		44	45
(2) Adults in Item 8a cases.....		47	48
(3) Total persons (sum of 8a(1) and 8a(2) above).....		50	51
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		53	54
(1) Children in Item 8b cases.....		56	57
(2) Adults in Item 8b cases.....		59	60
(3) Total persons (sum of 8b(1) and 8b(2) above).....		62	63

Case Exits	2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
9. Total cases discontinued during the month (Same as item 1, Form CA 253 CalWORKs).....	65	66	67
10. Total cases deducted due to transfer to another program segment during the month.....	68	69	70
11. Total cases added due to transfers from another program segment during the month.....	71	72	73
12. Carried forward to next month (Items 8 minus 9 and 10 plus 11above).....	74	75	76
Part C. Net Expenditures (All)			
13. Total net expenditures (minus item 13a below).....	77	78	79
a. Total child support collections.....	80	81	82
Part D. Non-Citizen Caseload			
14. Total cases open during the month (sum of 14a + 14b, below).....	83	84	85
a. Cases receiving cash grant (\$10 or more).....	86	87	88
(1) Children in Item 14a cases.....	89	90	91
(2) Adults in Item 14a cases.....	92	93	94
(3) Total persons (sum of 14a(1) and 14a(2) above).....	95	96	97
b. Other cases (zero grant cases, less than \$10 cases, etc.).....	98	99	100
(1) Children in Item 14b cases.....	101	102	103
(2) Adults in Item 14b cases.....	104	105	106
(3) Total persons (sum of 14b(1) and 14b(2) above).....	107	108	109
Part E. Net Expenditures (Non-Citizen)			
15. Total net expenditures (minus item 15a below).....	110	111	112
a. Total child support collections.....	113	114	115
Part F. To Be Used Only Upon Instructions From California Department of Social Services			
116. Report prepared by	117. Telephone ()	118. Date	

CASELOAD MOVEMENT AND EXPENDITURES REPORT FOR THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM: FORM CA 237 CALWORKS (10/99)

CONTENT

This report provides monthly data on the status of a case at the end of the report month: the number of individuals who received a cash grant, the net amount of all cash grant assistance paid during the report month, and a count of individuals who opt for the diversion program in lieu of aid.

PURPOSE

The purpose of this report is to provide state and federal entities with an unduplicated case count needed for federal reporting, budgeting, staffing, program planning, and other administrative responsibilities. Information from this report is included in the monthly publication "Public Welfare in California" and is distributed to county welfare departments, other interested agencies, and individuals.

DUE DATE

This report is due on or before the 18th calendar day of the month following the report month. Send reports to:

California Department of Social Services
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Sacramento, CA 94244-2430
FAX: (916) 657-2074

GENERAL INSTRUCTIONS

Complete the information requested at the top and bottom of the report form, such as cells numbered: 1.) Version, 2.) County, 3.) Code, 4.) Month/Year, 116.) Report prepared by, 117.) Telephone, and 118.) Date. Please enter the figures required for each item. If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable cell(s) of the reporting document. Do not leave a cell item blank.

PART A. Applications for Aid and Requests for Restoration

A summary of intake activity during report month.

1. Pending from last month: Enter the number of applications pending from the previous month. This number must be the same figure as Item 5 of the previous month's report. See below (Item 1a.) to adjust, if needed.
 - 1a. Inventory adjustment: If an adjustment to the above number is required, enter the *net* adjustment number (either plus or minus) and explain in PART F (or attach another sheet of paper) with the precise reason(s) for the change.
2. Number of applications received during the month: Enter the sum of Items 2a. and 2b.
 - 2a. Applications: Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
 - 2b. Requests for restoration: Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of Program segment.
3. Total during the month: Enter the sum of Items 1 and 2.

4. Disposed of during the month: Enter the sum of Items 4a., 4b., and 4c.
- 4a. Approved: Enter the number of applications and restoration requests approved for a cash grant. This item should equal sum of Items 7a. and 7b.
- 4b. Denied: Enter the number of applications and restoration requests denied. *This number must agree with **Part A, Item 1, "Total Denials of Cash Grant," on the CA 255 (10/99), Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.***
- 4b.(1) Denied due to receipt of Diversion payment(s) or services: Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should be included in the count for Item 4b., Denied. *This number must agree with the number entered on **Line 10, "Denied due to Diversion," on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant.***
- 4c. Other dispositions (cancellations and withdrawals): Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. *This number must agree with the **total of Lines 12 and 13, PART B, on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant.***
5. Number of applications/requests pending at the end of the month: Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between total applications and restoration requests during the month (Item 3) less the number of disposed cases (Item 4).

PART B. Caseload (All)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

2 Parent Families, Column (1): Code 35, 3M, and 3U
 Zero Parent Families, Column (2): Codes 33, 3G, 3H, and 3R
 All Other Families, Column (3): Codes 30, 3E, 3L, and 3P

NOTE: Please refer to Definitions attachment regarding family case types.
 Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

CASES ADDED

6. Brought forward from last month: Enter the number of cases brought forward from the previous month. This number must be the same figure as Item 12 of the previous month's report. See below (Item 6a.) to adjust, if needed.
- 6a. Inventory adjustment: If an adjustment to the above number is required, enter the net adjustment number (either plus or minus) and explain in PART F (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a. and are not to be reported in Item 7d.
7. Cases added during the month: Enter the sum of Items 7a. through 7d.
- 7a. Applications approved: Enter in the appropriate column the number of applications approved for cash grant.
- 7b. Restorations approved: Enter in the appropriate column the number of restoration requests approved. The sum of items 7a. and 7b. should equal item 4a.

- 7c. Transfers from other counties: Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month. See "Definitions" for case movements between CalWORKs and Foster Care.
- 7d. Other approvals: Enter the number of cases approved for reasons other than Items 7a. through 7c., i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d. but are shown as adjustments in Item 6a.

CASELOAD

8. Total cases open during the month: Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a. and 8b should equal Item 8. Item 8 should also equal the sum of Item 6 plus Item 7.
- 8a. Cases receiving cash grant: Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
- 8a.(1) Children in Item 8a. cases: Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs; the FC payment is shown on the CA 237 FC.
- 8a.(2) Adults in Item 8a. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
- 8a.(3) Total persons: Enter the sum of Items 8a.(1) and 8a.(2) for all columns.
- 8b. Other cases: (Not receiving a cash grant – see Definitions): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases (See Definitions).
- 8b.(1) Children in Item 8b. cases: Enter in the appropriate columns the number of children who received aid for the current month only. (Children who are fully abated by child support payments should be reported in this item).
- 8b.(2) Adults in Item 8b. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
- 8b.(3) Total persons: Enter the sum of Items 8b.(1) and 8b.(2) for all columns.

CASE EXITS

9. Total cases discontinued during the month: Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. *This number must agree with Item 1, "Total Cases Discontinued," on the CA 253 (10/99), Reasons for Discontinuation of Cash Grant.*

10. Total cases deducted due to transfers to another program segment during the month: Enter in the appropriate column the number of cases which left the 2 Parent, Zero Parent, or All Others Families segment due to transfers as of the end of the month. NOTE: Do not include transfers to FC. *This number must agree with Item 13 (cells 56-58), "Total Cases Transferred To," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant.*
11. Total cases added due to transfers from another program segment during the month: Enter in the appropriate column the number of cases which were added to the 2 Parent, Zero Parent, or All Others Families segment due to transfer as of the end of the month. NOTE: Do not include transfers from FC. *This number must agree with Item 14 (cells 65-67), "Total Cases Transferred From," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant.*
12. Carried forward to next month: Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. NET EXPENDITURES (ALL)

Summary of the net amount (Federal and State) of aid issued to or on behalf of recipients during the report month.

13. Total net expenditures: Enter the net amount of aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the sum of the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).
- 13a. Total child support collections: Enter the amount of child support collections. This amount is the sum of **both** the *Current* and *Former* Child/Family and Spousal Assistance Summaries, CS 800. Total the appropriate line items in Column 5 of the CS 800s which relate to the Columns on the CA 237. Apply this sum to the total monthly expenditures in obtaining the net expenditures.

PART D. NON-CITIZEN CASELOAD

Non-Citizen cases are cases which are not federally eligible, but state law requires that the individual be aided. Report those Non-Citizen cases and individuals who are eligible to or have received "state-only" cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. caseload (all items).

2 Parent Families, Column (1): Codes 3M and 3U
 Zero Parent Families, Column (2): Codes 3G and 3H
 All Other Families, Column (3): Codes 3E and 3L

NOTE: Please refer to Definitions attachment regarding family case types.
 Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

14. Total cases open during the month: Enter the number of Non-Citizen cases active during the report month, i.e., those cases where an official authorization for state-only aid was in effect at some time during the month. This is equal to the sum of Items 14a. and 14b.
- 14a. Cases receiving cash grant: Enter in the appropriate columns the number of Non-Citizen cases receiving a state-only cash grant during the report month.
- 14a.(1) Children in Item 14a. cases: Enter in the appropriate columns the number of children who received aid for the current month only. Report children who are fully abated by child support payments in Item 14b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs, and the FC payment is shown on the CA 237 FC.

14a.(2) Adults in Item 14a. cases: Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who received State-Only cash grants for the current month only, excluding counts from previous months.

14a.(3) Total persons: Enter the sum of Items 14a.(1) and 14a.(2) for all columns.

14b. Other cases: (Not receiving a cash grant – see Definitions): Enter the number of Non-Citizen cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases. (See Definitions)

14b.(1) Children in Item 14b. cases: Enter in the appropriate columns the number of children who received aid for the current month only. (Children who were fully abated by child support payments should be reported in this item.)

14b.(2) Adults in Item 14b. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.

14b.(3) Total persons: Enter the sum of Items 14b.(1) and 14b.(2), for all columns.

PART E. NET EXPENDITURES (NON-CITIZEN)

Report net amount of State-Only aid issued to or on behalf of Non-Citizen recipients during the report month.

15. Total net expenditures: Enter the net amount of State-Only aid issued to or on behalf of Non-Citizen recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).

15a. Total child support collections: Enter the amount of child support collections. This amount is the sum of **both** the *Current* and *Former* Child/Family and Spousal Assistance Summaries, CS 800. Total the appropriate line items in Column 5 of the CS 800s which relate to the Columns on the CA 237. Apply this sum to the total monthly expenditures in obtaining the net expenditures

PART F. TO BE USED ONLY UPON INSTRUCTION FROM CDSS

This part of the report is to be used upon instruction from the department to report special one-time or short-run data. It is also used to explain inventory adjustments from PART A, Item 1a. and PART B, Item 6a.

DEFINITIONS FOR TERMS USED IN COMPLETING THE FORM CA 237 CalWORKs (10/99)

All Other Families: All families that have not been identified as either a two-parent or a zero parent family. These cases are coded as 30, 3E, 3L, or 3P. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

Cancellations: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denials: An application or request for restoration of cash grant that is denied. Denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Inter-county Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" line item (7c.). The county from which the family is moving would count the case as a discontinuance (line item 9.).

Intraprogram Status Change: Change in status from one part of the same program to the other. This occurs when an All Other Families case becomes a Two Parent case and vice versa, i.e., the father returns to an All Other Families case during the report month. That case will become a Two Parent case effective the next month, therefore, for statistical reporting purposes, that All Other Families case is theoretically discontinued from the All Other column (item 10) and reappears (is added to) in the Two Parent column (item 11).

Inventory adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an inventory adjustment. Whenever an inventory adjustment is reported, the county must include a footnote in PART F on the reverse side of the report, explaining why an adjustment was needed.

Issued Warrant: A warrant is considered issued as of the payment date.

Movement: CalWORKs case flow within this report. Some examples include:

- a case transfer from the All Other Families segment to the Two Parent segment or vice versa
- an active case receiving a cash grant becomes an active case which receives no cash grant during the report month and vice versa or a case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 case count in one of two ways:
 1. If the child is going to create a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 report as a new application and is processed accordingly, within the CA 237 report.
 2. If the child is going to join an existing AU, then that child would be brought into the CA 237 caseload by simply adding him/her to the person count in Item 8a(1) or Item 8b(1) or in Item 14a(1) or in Item 14b(1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

Other cases: (Not receiving a cash grant) (See Item 8b and 14b): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include the following cases:

- Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

Payment Responsibility: The county losing the recipient is responsible for payment of aid until the end of the transfer period, at which time the gaining county becomes responsible.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two Parent Families: An Assistance Unit (AU) that includes two non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. These cases are coded 35, 3M, or 3U. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

Withdrawals: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Parent Families: An Assistance Unit (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.